

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	Title of Policy - what are you equality impact assessing?	MANAGEMENT, ISSUE AND USE OF UHB MOBILE PHONES POLICY
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The aim of the policy is to set out the procedures and arrangements relating to UHB mobile device usage within Cardiff and Vale UHB. The policy details the responsibilities of managers and employees in respect of application, use and payment for mobile device usage.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Corporate Governance – Senior Information and Communication Manager under the Direction of the Director of Governance. Health and Safety Policy delegated to WOD Committee and as such the Executive lead is the Director of Workforce and OD
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Corporate Governance – Senior Information and Communication Manager WOD – Senior HR Policy and Compliance Officer
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	Health & Safety Policy The Personal Safety Code of Conduct Disciplinary Policy HR Policies

Step 1 - Preparation

		Waste Management Policy Statutory Instrument No 2695 - The Road Vehicles (Construction & Use) (Amendment) (No. 4) Regulations 2003 Health & Safety at Work etc Act 1974 Road Safety Act 2006 Highway Code Fraud Policy ROSPA – Driving for Work: Mobile Phones Draft Use of Mobile Phones Policy
6.	Stakeholders – Who is involved with or affected by this Policy?	<ul style="list-style-type: none"> • All Staff who require a mobile device • Accountability for the re-imbursement of private usage and the use of public money • Managers • Telephony • Finance • Procurement
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	<ul style="list-style-type: none"> • Communication • Engagement of staff and managers in the processes outline in the Policy • Financial implications e.g. if tariffs change UHB may not be able to recoup all monies spent on personal calls

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
Race	http://www.google.co.uk/search?hl=en&source=hp&q=mobile+phone+policy+NHS+eqia&gbv=2&oq=mobile+phone+policy+NHS+eqia&aq=f&aqi=&aql=&gs_l=hp.3..34890.45218.0.45937.30.16.1.13.13.0.203.2201.0j14j2.16.0...0.0.9EEIF6HfZpU accessed on 19.06.12 All of the policies accessed noted that there was no impact (positive or negative) on any of the protected characteristics	Eliminating Discrimination and Eliminating Harassment	✓	Promoting Equality of Opportunity	✓	Promoting Good Relations and Positive Attitudes	✓	Encouraging participation in Public Life	✓	Take account of difference even if it involves treating some individuals more favourably*	
Disability	http://www.google.co.uk/search?hl=en&source=hp&q=mobile+phone+policy+NHS+eqia&gbv=2&oq=mobile+phone+policy+NHS+eqia&aq=f&aqi=&aql=&gs_l=hp.3..34890.45218.0.45937.30.16.1.13.13.0.203.2201.0j14j2.16.0...0.0.9EEIF6HfZpU accessed on 19.06.12 All of the policies accessed noted that there was no impact (positive or negative) on any of the protected characteristics		✓		✓		✓		✓		✓
Gender	http://www.google.co.uk/search?hl=en&source=hp&q=mobile+phone+policy+NHS+eqia&gbv=2&oq=mobile+phone+policy+NHS+eqia&aq=f&aqi=&aql=&gs_l=hp.3..34890.45218.0.45937.30.16.1.13.13.0.203.2201.0j14j2.16.0...0.0.9EEIF6HfZpU accessed on 19.06.12 All of the policies accessed noted that there was no impact (positive or negative) on any of the protected characteristics		✓		✓		✓		✓		✓

[illegible]

[illegible]

- **This column relates only to Disability due to the specific requirement in the Equality Act 2010 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.**

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	1	0	No impact
Disability	1	0	No impact
Gender	1	0	No impact
Sexual Orientation	1	0	No impact
Age	1	0	No impact
Religion or Belief	1	0	No impact
Welsh Language	1	0	No impact
Human Rights	1		No impact

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Management, Issue and Use of UHB Mobile Phones Policy
Organisation:	Cardiff and Vale UHB
Name: Title: Department:	<p>Ann Morgan Corporate Governance – Senior Information and Communication Manager, Corporate Governance</p> <p>Rachel Pressley Senior HR Policy and Compliance Officer, Workforce and OD</p>
Summary of Assessment:	<p>This policy is required to ensure that Cardiff and Vale adequately manages the use of mobile devices making staff more accountable for their own use and ensuring that public money is spent appropriately.</p> <p>From and equalities perspective, and having taken the evidence into consideration as above, no impact has been found in any of the equality impact.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <ul style="list-style-type: none"> • There have not been any risks identified

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	Communication plan to be developed	Communication and engagement have been identified as factors which could potentially detract from the outcome of the Policy	Staff Managers The UHB	Senior Information and Communication Manager / Senior HR Policy & Compliance Officer	To be developed before the Policy is ratified
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	N/A	N/A	N/A	N/A	N/A

3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	N/A	N/A	N/A	N/A	N/A
4. Describe any mitigating actions taken?	N/A	N/A	N/A	N/A	N/A
5. Provide details of any actions planned or taken to promote equality .	We have included an equality statement into the guideline that clearly states that the policy is open to all as appropriate to individual and organisational circumstances We would provide copies of the document in alternative formats, including Welsh if required.	The UHB want to be explicit about its commitment to the equality agenda/legislation. This would be to ensure that are policies are accessible to all	Staff will be the primary beneficiaries Any individual making the request as well as the organisations reputation.	Appropriate Managers Appropriate staff/ Managers	Already completed within the document There is no timescale as this will be responsive to individual need

Date:	19 June 2012
Monitoring Arrangements:	The policy will be monitored by the WOD committee and the Telecoms manager
Review Date:	2015
Signature of all Parties:	<p><i>Ann Morgan</i> Corporate Governance – Senior Information and Communication Manager</p> <p><i>Rachel Pressley</i> Senior HR Policy and Compliance Officer</p> <p><i>Mike Jones</i> UNISON/Chair of Staff Representatives</p>